

Approved For Release 2001/05/10 : CIA-RDP78-03985A000100160014-5

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SECURITY INFORMATION

ALLOTMENT TITLE

Supply Division

25X1A

ADVICE OF ALLOTMENT AUTHORIZATION

25X1A6a

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CIA AGENCY REGULATION - [REDACTED]

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"(1) The Advice of Allotment Authorization issued to an official will constitute his authority for incurring obligations for projects or activities under his operating and administrative jurisdiction.

(2) The responsibility for controlling obligations against an allotment rests with the allottee who will be held responsible for any obligation or expenditure made or authorized. It is incumbent upon all Agency officials to make no commitments involving the payment of appropriated funds until appropriate reservations of funds have been established in advance by the Comptroller. Overdrafts in the allotment accounts resulting from failure to obligate funds in advance may indicate violations of Agency funds control regulations and, if sustained, are subject to penalties of law. (Section 3679 Revised Statutes)

(3) In order to comply with Agency regulations and to avoid overdrafts, it will be the responsibility of each allottee to establish such internal procedures, administrative instructions and limitations of authority within his office as may be necessary to assure that obligations incurred are kept within funds available therefor.

(4) To assist officials in maintaining effective controls over their obligations, the Accounting Section will furnish monthly financial reports that will reflect allotment account balances. Form No. 32-19, "Memorandum Record of Obligation" may be used to maintain a current control of obligations. Agency officials are urged to consult freely with the Accounting Section regarding allotment account available balances and with budget analysts concerning adjustments in total allotments or quarterly allocation thereof."

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